



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Mojave National Preserve
2701 Barstow Road
Barstow, California 92311

APPLICATION REQUIREMENTS FOR A SPECIAL PARK RECREATION USE PERMIT

In response to your inquiry concerning Special Park Uses, enclosed is a Special Park Recreation Use Application Worksheet for you to complete and return to us. It is important that the worksheet be as detailed as possible concerning your proposed activity. For example, we must know where you propose to conduct your activity or event, the number of participants, what type of equipment you will use, *and* any special effects you may wish to use.

If you are not familiar with the area, it is advisable to make an advance-scouting trip for routes and/or locations. You will not be permitted to arrive and then select routes/locations on the day of the event.

For guided tours, sporting events or other organized gatherings, you will need to attach a copy of advertisements, flyers, brochures, and all information sent to participants.

The information on the worksheet will be utilized by the National Park Service (NPS) staff to evaluate the impact of your activity on park resources and visitors, the appropriate type of permit, and any additional fees required. It may require several weeks to review your request and render a decision.

A non-refundable application fee is required from all applicants, regardless of whether or not the permit is issued. This payment must accompany the permit worksheet. There are two fee categories depending on the nature of the request.

\$50 for groups of at least 7 vehicles or 15 participants for common recreational activities (rock climbing, hunting, fishing or trapping, equestrian use, bicycling, street-legal motorcycle or all-terrain vehicle use, backcountry use and roadside vehicle camping).

\$70 for special park use requests including but not limited to: weddings, sporting events, ceremonies/gatherings, entertainment, and public spectator attractions.

Please make your payment out to **National Park Service.**

Requests for filming, commercial photography, or other commercial operations require a different permit and, therefore, a different application form.

The NPS has the authority to collect or recover from Special Park Use Permittees any or all of the costs associated with the special use activities. If the permit application is approved, an administrative processing fee (\$155.00) and monitoring fees (minimum of two hours at \$50.00/hour) may be charged to the permittee.

If your request is approved a Certificate of Insurance will be required showing that you have general liability insurance coverage of \$1,000,000. This certificate must name the **United States Government /National Park Service/Mojave National Preserve** as "additional insured". Other coverage limits may be required based on the requested activity. If required, we will need an **original** certificate of insurance for our files. The permittee's name must be on the Certificate Insurance.

A performance bond (cash or cashier's check) may also be required. The amount of the bond will be determined from the information provided on the worksheet. This bond will be returned to you upon completion of your activity if all stipulations have been met and park resources have not been damaged.

Please submit the enclosed Application Worksheet and your application fee (payable to the National Park Service) via US Mail, UPS or Federal Express to the address below. You may FAX the worksheet (with the application fee to follow).

National Park Service
Mojave National Preserve
Attention: Special Use Permits
2701 Barstow Road
Barstow, CA 92311

tel: (760) 252-6107
fax: (760) 252-6174

(NPS Form 10-930)
(OMB No. 1024-0026)
(NEW 10/00)
(Expires 3/31/2010)

National Park Service
Mojave National Preserve
2701 Barstow Road, Barstow, CA 92311
(760) 252-6100



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** 4 business days for processing (2 business days for First Amendment requests). A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States as also insured.

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
E-mail:	E-mail:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location: _____

Date(s): _____

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment; attach additional pages if necessary)

List support personnel (contractors, etc. including addresses and telephones attach additional pages if

necessary)

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

Is this an exercise of First Amendment Rights? ☐Y ☐N
Are you familiar with/ have you visited the requested area? ☐Y ☐N
Have you obtained a permit from the National Park Service in the past? ☐Y ☐N
(If yes, provide a list of permit dates and locations on a separate page.)
Do you plan to advertise or issue a press release before the event? ☐Y ☐N
Will you distribute printed material? ☐Y ☐N
Is there any reason to believe there will be attempts to disrupt,
protest or prevent your event?(If yes, please explain on a separate page.) ☐Y ☐N
Do you intend to solicit donations or offer items for sale?
(These activities may require an additional permit.) ☐Y ☐N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$70.00 or \$50.00 (see instructions), made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to **Special Park Uses Coordinator** at the address found on the first page of this application.*

Note that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240